

CHAPTER 1 FUNCTIONS

428—1.1(216A) Definitions. As used in this chapter:

“Administrator” means the administrator of the division of criminal and juvenile justice planning.

“Council” means the criminal and juvenile justice planning advisory council within the department of human rights.

“Division” means the division of criminal and juvenile justice planning.

428—1.2(216A) Function. The council is established by Iowa Code section 216A.135 and is charged with the responsibility to: identify and analyze justice system issues of concern; develop and assist others in implementing recommendations and plans for system improvement; and provide for a clearinghouse of justice system information to coordinate with data resource agencies and to assist others in the use of justice system data.

428—1.3(216A) Organization and operation.

1.3(1) Location. The council’s office is located on the first floor of the Lucas State Office Building, Des Moines, Iowa 50319; telephone (515)242-5823. Office hours are 8 a.m. to 4:30 p.m., Monday through Friday.

1.3(2) Council. The council consists of 22 members of which 7 members are appointed by the governor including a chair, 4 by legislative leadership, 2 by the chief justice and the rest as specifically designated by Iowa Code section 216A.132.

1.3(3) Meetings. The council meets monthly or as otherwise determined by the chair or the council. Notice of a meeting is published ten days in advance of the meeting and will be mailed to interested persons upon request. The notice will contain the specific date, time, and place of the meeting. Agendas are available by mail from the division to any interested persons if requested not less than five days in advance of the meeting. All meetings will be open to the public, unless a closed session is voted by two-thirds of the entire membership or by all members present for the reasons specified in Iowa Code section 28A.5. The operation of the council meetings will be governed by the following rules of procedure:

- a.* A quorum shall consist of a simple majority of the council membership.
- b.* When a quorum is present, a motion is carried by an affirmative vote of a majority of the entire membership of the council.
- c.* Persons wishing to appear before the council shall submit the request to the council office not less than five days prior to the meeting. Presentations may be made at the discretion of the chair and only upon matters appearing on the agenda.
- d.* Persons wishing to submit written material should do so at least five days in advance of the scheduled meeting to ensure that council members have adequate time to receive and evaluate the material.
- e.* At the conclusion of each meeting, the council shall set time, date and place of the next meeting.
- f.* Special or electronic meetings may be called by the chair only upon a finding of good cause and shall be held in strict accordance with Iowa Code section 28A.4 or 28A.8.
- g.* Cameras and recording devices may be used at open meetings provided they do not obstruct the meeting. The chair may request a person using such a device to discontinue its use when it is obstructing the meeting. If the person fails to comply with this request, the presiding officer shall order that person excluded from the meeting.

h. The chair may exclude any person from the meeting for repeated behavior that disrupts or obstructs the meeting.

i. Cases not covered by these rules shall be governed by Robert's Rules of Order, Revised (1970 ed.).

1.3(4) Minutes. Minutes of council meetings are prepared and are available at the division office for inspection during business hours. Copies may be obtained without charge by contacting the office.

1.3(5) Council committees. The council may form committees to carry out those duties as are assigned by the council. Meetings of the committees shall conform to the condition governing the full council as listed in subrule 1.3(3). Committee chairs and cochairs are appointed by the council chair and approved on an annual basis by the council as a whole.

428—1.4(216A) Administration of the council. The governor appoints an administrator for the division of criminal and juvenile justice planning who is responsible for the day-to-day operation of the council's duties which are carried out by the division. The division is located on the first floor of the Lucas State Office Building, Capitol Complex, Des Moines, Iowa 50319.

1.4(1) Division operation. The administrator shall be responsible for the following:

- a.* Clerical and other staff support to the council as it carries out its statutory duties.
- b.* Statistical analysis center. Receiving and administering state, federal and other funds to conduct research, provide data and assist agencies in the use of criminal and juvenile justice information.
- c.* Correctional policy project. Conduct special research and policy analysis activities regarding major correctional issues affecting the criminal and juvenile justice system.

1.4(2) Reserved.

These rules are intended to implement Iowa Code chapter 17A and sections 216A.131 to 216A.136.

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